

UNITED STATES CIVIL SERVICE COMMISSION  
Office of the Executive Director  
Interagency Advisory Group  
1900 E Street, N.W.  
Washington, D. C. 20415

Minutes of the IAG Committee on  
Development and Training

January 27, 1978

Opening Comments

Mr. James W. Brogan, Assistant Director for Training Leadership, Bureau of Training, chaired the meeting.

Mr. Brogan introduced and welcomed the Civil Service Commission's Regional Training Leadership staff who were attending the meeting as observers. Their attendance at the meeting was in conjunction with a week-long Training Leadership Conference.

Standing Committee Reports

Mr. Dick Stearns, Chairperson for the Steering Committee, urged the IAG to consider projects for the various Standing Committees.

Executive Development

Mr. Joseph U. Damico, Director, Bureau of Executive Personnel (BEP), discussed executive development. He summarized the following five points:

- Executive Order 12027 dated December 1977, takes the leadership for executive development in the Federal Government, formerly shared by CSC and OMB, and puts it all in CSC. The Bureau of Executive Personnel is determined to put something behind this Executive Order and is increasing its staff by three. Mr. Damico expressed that Chairman Campbell has indicated a personal interest in executive development including emphasis programs directed toward women and minorities.
- FPM Letters 412-1, 2, and 3 have been consolidated in an FPM Chapter 305 Supplement.
- Mr. Damico sees increasing agency executive development activity to meet entrance requirements for the Senior Executive Service (SES) once the proposal is adopted. There is a task force under Ed Preston now working out guidelines for executive development under the SES. Its report is due in approximately 90 days.

- The 4th Federal Executive Development Program (FEDP) has been announced. This will be a two-year program, including the FEI experience and six months of developmental experience. Mr. Damico asked agencies for more cooperation in the developmental experience phase of the program.
- BEP is beginning to explore manager certification. Some sort of managerial certification would be required under the SES. The challenge is whether governments can determine what a manager has to know and be able to do in order to be successful. If colleges can determine knowledges and skills needed for an MBA or MPA, can't we do the same for "managers?"

Professionalism - National Society for Performance and Instruction (NSPI)

Ms. Judy Springer, President, National Society for Performance and Instruction (NSPI), gave a brief history of NSPI. Ms. Springer stated that NSPI is a professional organization with roughly 1200 members originating in San Antonio, Texas in 1961. Membership in NSPI is open with a membership fee of \$30 per year. NSPI's current main focus is on design, development, and analysis of instruction.

ASTD - 7th International Training and Developmental Conference

Ms. Joanne Jorz, Bureau of Training made a short presentation on the forthcoming International Training and Developmental Conference. This Conference is sponsored jointly by the International Federation of Training and Development Organization (IFTDO) and ASTD. It will be held June 12 - 15 at the Sheraton-Park and Shoreham Americana Hotels. Dr. Leonard Nadler of the George Washington University is Chairperson of the Design Committee. Mr. Dick Burdick, Chairperson of the Clearinghouse Subcommittee, suggested the possibility of the Government's conducting 3 - 5 workshop sessions. One would be a panel with two or three directors of training from other governments. He also mentioned the possibility of some type of reception for the participants from other governments. Mr. Burdick concluded by asking for volunteers to contact him on 275-2882.

Guidelines: Career Development for EEO Specialists

Mr. Brogan stated that the Guidelines, dated January 11, 1978, were sent to Heads of Departments and Agencies over Chairman Campbell's signature. Copies of the Guidelines were handed out at the meeting.

Uniform Guidelines on Employee Selection Procedures

Mr. Frank Masterson, Bureau of Training, reported on and made available copies of the Uniform Guidelines on Employee Selection Procedures. These Guidelines consist of a set of proposals which are designed to assist employers, labor organizations, employment agencies, and licensing and certification boards to comply with requirements of Federal law with respect to employment practices which discriminate on grounds of race, color, religion, sex, and national origin. The Guidelines were published in the Federal Register on December 30, 1977, as proposed rulings giving agencies and other interested parties a 60-day period in which to submit comments.

Annual Training Report

Mr. C.D. McFarland, Bureau of Training, reported on the Quarterly Training Report. Mr. McFarland stated that apparent level of completeness has improved considerably from the known shortfall of 50% at the end of the First Quarter to a suspected but unconfirmed shortfall of approximately 13% at the year's end. There will be a "clean up" cycle to take care of unreported FY 1977 data. Agencies were encouraged by Mr. McFarland to submit all data not later than February 8, 1978.

Next Meeting: Friday, March 24, 1978